**D. Kent King**
Commissioner of Education

**Stan Johnson**
Assistant Commissioner
Division of School Improvement

## Missouri Department of Elementary and Secondary Education

*— Making a positive difference through education and service —*

September 26, 2007

***\*\*IMPORTANT NOTIFICATION\*\****

**TO:**        School Administrators

**CC:**        English Language Learner (ELL) Coordinator (electronic only)

**FROM:**    Mr. Craig Rector, Director
                  Federal Discretionary Grants

**SUBJECT:**    District Limited English Proficient (LEP) Student Census Data

**You are required to report LEP Census Data as part of the October Cycle of Core Data for the 2007-2008 school year**. **Your district should count all English Language Learners/Limited English Proficient (ELL/LEP) students enrolled (that is, all ELL students present plus all absent) on the last Wednesday in September 2007.** You will enter information on the number of K-12 ELL (LEP) students enrolled, the number of PK ELL (LEP) students enrolled, Language Proficiency Test Used, and ESOL Teacher information.

As a required activity of the Missouri state Title III grant, the results of this data are to be analyzed and published by DESE, *but only if they are valid and reliable.* State agencies (including DESE), Institutions of Higher Education (IHE), Local Education Agencies (LEA), nonprofit organizations and many other interest groups use the data collected from this census for various purposes, including the design of educational and service programs, publications, funds allocation, and the attraction of funds to the State of Missouri, including **Title III** of the No Child Left Behind (NCLB) Act of 2001.

Our office has received clarification on the definition of LEP students. LEP students enrolled should **not** include LEP students who have exited the LEP category, even those exited LEP students that are in a 2-year monitored status. The students in this category are often designated as former LEP and still considered LEP for purposes of inclusion in determining the state's adequate yearly progress (AYP). However, they are not LEP as per their language status or "limited English proficiency" and should not be reported in this data collection system.

If you do not have the enrollment information listed above, or do not provide services to LEP students, or if you have questions about any aspect of this census, please contact our office immediately at 573-526-3232.
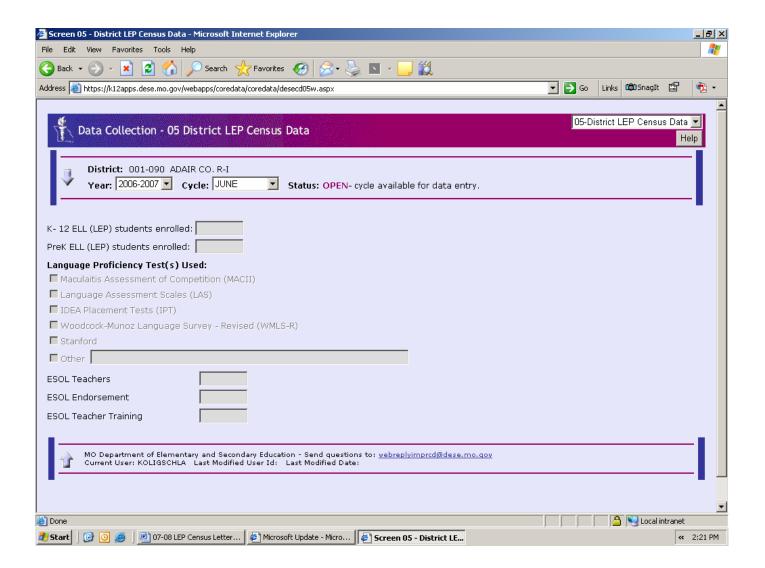
Failure to properly identify these children carries serious social, ethical, and legal implications. Let us recognize these students so we can help them achieve the same high standards expected of all Missouri students.

Enclosure

# DISTRICT LEP CENSUS DATA
## (Screen 05)

◄ *October Cycle*

The District LEP Census Data screen is used to collect information about students whose language proficiency is below that of their peers and information about their teachers.  Information is also collected about the specific tests used to identify these students.

**ITEM DEFINITIONS – DISTRICT LEP CENSUS DATA (Screen 05)**

**Help** – Click button to display information about items on the screen. This information is the same as in the Core Data Manual.

**District:** – County-district code and name of school district/college. (Display only, based on logon User ID)

**Year:** – School year for which data are collected. (Select from dropdown list)

**Cycle:** – Cycle in which data are collected. (Select from dropdown list)

**Status:** – Current status of district's data for cycle selected. (Display only)

**K-12 ELL (LEP) Students Enrolled –** The number (headcount) of students in grades K-12 enrolled on the last Wednesday in September whose English language proficiency was below that of grade and age level peers. You will not include LEP students who have exited the LEP category, even those exited LEP students that are in a 2 year monitored status. The students in this category are often designated as former LEP and still considered LEP for purposes of inclusion in determining the state's adequate yearly progress (AYP). However, they are not LEP as per their language status or "limited English proficiency" and should not be reported in this data collection system.

**PK ELL (LEP) Students Enrolled –** The number (headcount) of preschool students enrolled on the last Wednesday in September whose English language proficiency was below that of grade and age level peers. You will include those preschool students enrolled in Parents As Teachers and district preschool programs.

**Language Proficiency Test(s) Used** – Select each Language Proficiency Test used to identify ELL (LEP) students.

**ESOL Teachers** – The number (headcount) of teachers with ESOL endorsements that had one or more ELL (LEP) student in their classes.

**ESOL Endorsement** – The number (headcount) of teachers actively pursuing ESOL Teacher Endorsement.

**ESOL Teacher Training** – The number (headcount) of teachers that received in-service or pre-service training in the past school year related to ESOL or bilingual education.

**Comments** – Free-form commentary.

**Save** – Click button to save all data on screen.

**Edits** – Click button to display list of potential data errors related to data displayed.